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30 September 1954

TO : Assistant Director for Personnel

SUBJECT: Career Planning for Clerical Personnel

1. PROBLEM:

To consider the desirability of establishing an Agency Clerical Career Service Board which would recommend policy in connection with the career planning, and assignment of personnel.

2. FACTS BEARING ON THE PROBLEM:

a. The present administrative procedures for handling clerical personnel in the major components are as follows:

- (1) DD/P - The PS Career Service Board is responsible for the guidance of clerical careers within the Office of the DD/P. Since the Board rarely meets, representatives of the DD/P Administrative Staff have been designated to represent the Board on all clerical actions except on controversial cases. This represents centralized support for the entire DD/P complex.
- (2) DD/I - The present procedures on clerical personnel are handled on a decentralized basis with major DD/I components responsible for clerical personnel within the individual career component.
- (3) DD/A - The DD/A areas also utilize decentralized administration of clerical employees with career components responsible for clerical personnel within that component.
- (4) Office of Communications - Centralized procedures are followed with the office Career Service Board responsible for administering all clerical personnel within the office. The administrative staff serves as a focal point for the review and screening of proposed actions and the making of recommendations to the Career Service Board.
- (5) Office of Training - Centralized procedures are followed with the administrative staff responsible to the Career Service Board for the administration of clerical personnel.

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- b. Except for the Office of Personnel and the Career Council, no over-all administrative tool is available for considering utilization and career planning policy for clerical personnel.

3. DISCUSSION:

- a. Under the present organizational structure, there is only one Career Service Board which administers clerical personnel exclusively, namely, the "PS" Board in DD/P. The establishment of additional boards at the major component levels would not seem to further clerical career possibilities beyond what the present board and administrative staffs are capable of accomplishing.
- b. The establishment of a single career service for all Agency clerical employees would result in major changes in the entire structure, and would result in an unwieldy and unnecessary administrative arrangement.
- c. The major area for improvement is in the over-all planning on an Agency-wide basis for clerical personnel utilization and career management. An Agency Clerical Career Service Board, advisory to the Assistant Director for Personnel, would appear to meet this need. Implementation could be achieved through existing component career boards and administrative staffs. Such an Agency board would be of utmost value in making policy recommendations on clerical training rotation, promotion, reassignment, or any other problem that might involve clerical personnel on an Agency-wide basis.

4. CONCLUSIONS:

- a. In view of the above, it is evident that an Agency Clerical Career Service Board would be of considerable value. Such a board would make recommendations on clerical policy matters to the Assistant Director for Personnel, with the administration of such policies to be effected through present administrative staffs.
- b. The membership of an Agency Clerical Career Service Board should consist of a representative from the Offices of the DD/P, DD/I, DD/A, Communications and Training, with the Assistant Director for Personnel or his designee to serve as Chairman.

5. ACTION RECOMMENDED:

It is recommended that action be taken to obtain approval for the establishment of an Agency Clerical Career Service Board as proposed above.

Chief, Placement and

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